



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 8, 2014

Shelley Broneman
341 Pine St.
Monticello, IA 52310

Dear Shelley,

This letter is in regards to the October 7, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

Provider had authorization sheets completed for medications for number of children. This form needs to have a parent signature and date.

On October 8, 2014 this book with this provider by phone. She reported all the children with written authorizations from the parent in their files are now signed. *This item is now in compliance.*

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

It was observed the swing set in outdoor play area was not securely anchored to the ground. Provider stated they have been not using this equipment.

On October 8, 2014 this book with this provider by phone. She reported the the swing set has been moved to an area that is not accessible to the children. *This item is now in compliance*

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

The bedroom on the main floor used for napping children did not have a smoke detector mounted in it.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

The recent physicals for this provider and her husband were not on the Childcare Provider Physical examination report. Two of these forms were given to the provider to use to meet this requirement.

☐ 110.5(3) Activity Program.

☐ 110.5(3) e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

The swing set in the play area was not securely anchored to the ground.

On October 8, 2014 this book with this provider by phone. She reported the the swing set has been moved to an area that is not accessible to the children.

This item is now in compliance.

☐ 110.5(8) Children's Files

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

This information was not found in the file for the four month old. See if the parent can update their child's files with these items.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

This information was not found in the file for K.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

**Please sign and date below, and return this form in the provided envelope by:
November 14, 2014**

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892 – 6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319/538 – 8464.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).